

TOWN OF LOS ALTOS HILLS

26379 Fremont Road
Los Altos Hills, CA 94022
Phone: (650) 941-7222
Fax: (650) 941-3160
www.losaltoshills.ca.gov



Guide to Building Requirements

This Guide has been developed to serve as a simplified explanation of building requirements within the Town of Los Altos Hills. The Guide can help answer general questions that arise during residential construction or remodeling. Please call the Building Official at 941-7222 ext. 234 between 7:30 and 8:30 a.m. for further assistance.

This Guide is not intended to serve as code. The Town Codes are as follows:

- **2007 California Building Code (CBC), based on the 2006 UBC**
- **2007 California Plumbing Code (CPC), based on the 2006 UPC**
- **2007 California Mechanical Code (CMC), based on the 2006 UMC**
- **2007 California Electrical Code (CEC), based on the 2005 NEC**
- **2007 California Energy Code**
- **2007 California Fire Code, based on the 2006 IFC**

WHAT WORK REQUIRES PERMITS?

When planning your work, it is best to assume every aspect of the job will require a permit. This includes all repairs, remodels, additions, and alterations to existing buildings and other structures, as well as any new structure.

Electrical and Wiring Permits are required for:

All electrical work, including: new work, repairs and replacements; equipment installations; power pole installations. Calculations of the existing and the proposed loads may be required.

Plumbing and Mechanical Permits are required for:

All plumbing, heating, and gas work, including: new work, repairs and replacements; and installation of equipment.

All new structure plans shall have the plumbing and sheet metal plan show the BTU sizes of all furnaces in the structure.

Re-Roof

Class A fire retardant roofing required for 300 sq. ft. or more of an existing structure.

Demolition Permits

A permit from the Bay Area Air Quality Management District is required for all demolition work. You can pick up an application and informational packet at Town Hall published by the B.A.A.Q.M.D. A letter of their approval (J#) must be submitted prior to applying for a demolition permit through the Town Building Department. You must have PG&E approval for removal of utilities prior to receiving your demolition permit. **The Town strongly recommends that building materials be recycled.** Please phone the Recycling Hot Line at 1 800 533-8414.

Permits are also required for:

- Grading (requires a Site Development Permit; see below)
- Moving buildings
- Installing gasoline or water storage tanks
- Removing trees within the road right-of-way
- Cutting pavement for installation of sewer lines or drains

GENERAL NOTES:

Any work performed without a permit will be charged a minimum of double fees.

All building permits are valid six months from the date of issuance or six months from the last date of inspection. To avoid permit expiration, an extension of time may be requested in writing to the building official indicating the reason and length of the requested extension.

GENERAL INFORMATION

The recycling of old building materials is strongly advised. Please call the recycling hot line at 1-800-533-8414.

Setbacks & Height- *See Planning Department for Further Guidelines

The location of structures with respect to property lines and easement lines shall be regulated as follows:

- A. No structure, nor portion thereof, shall be constructed, altered or maintained between the property line and the setback line, without variance. No structures-including pillars, mailboxes, or sprinklers – are allowed in the road right-of-way or within pathways.
- B. The setback line for any structure shall be:
 1. Forty feet from the nearest line of any public or private street right of way, easement for vehicular access, or official plan line. Where a lot abuts on more than one such street, easement, or official plan line, the forty-foot setback line shall be required from only one such street, easement, or official plan line; and

2. Thirty feet from the property lines, nearest lines of public or private streets, rights-of-way easements for vehicular access, or official plan lines in all other instances.

Height- See Planning Department for Further Guidelines

*No structure shall be constructed or altered to exceed **twenty-seven** feet in building height in any permitted location. We will not final any building that exceeds this height limitation or the "approved plans." *Exception: Building Height exceeding 27' may be allowed SUBJECT to 10-1.504 of the Zoning Code(**See Planning Department**).

NOTE: Setback and Height requirements subject to certification by a licensed surveyor or civil engineer. (See Planning for additional information)

Grading/Drainage- **See Engineering Department for Further Guidelines

Grading is prohibited between October 15 and April 15, except with special approval. No grading is permitted within ten feet of the property lines of any site except as required for construction of pathways or to allow access for driveways crossing a property line.

All grading operations shall be carried on between the hours of 8:00 a.m. and 5:30 p.m., Monday through Friday. No grading on weekends.

Plan Check Services

Architectural/Structural Engineering Design: Plan Check for New Residences and Large Addition /Remodels may be performed by CSG 1700 S. Amphlett Blvd. 3rd Floor, San Mateo.

Permit Issuance Hours

Building Permits are issued between the hours of 8 - 10 a.m. and 2 - 4 p.m. Monday through Friday.

Construction Hours

Weekdays: 8 a.m. to 5:30 p.m.

Saturdays: No heavy equipment allowed on Saturdays (domestic power tools allowed 9:00 a.m. to sunset)

Sundays and Holidays: No construction allowed.

Parking

Parking is not allowed on pathways. All parking is to be accommodated on the site under construction.

BUILDING PLAN REQUIREMENTS (Minimum)

Three (3) complete sets of drawings showing the following must be submitted for any new residence or major addition.

1. **Site Plan:** Must show property lines, easements, existing and proposed development (see Section 10-2.1303 Los Altos Hills Municipal Code.)
2. **Foundation Plan:** Pier-and-grade-beam plans (plan review letter from geotechnical engineer may be required) must be signed by a structural engineer. Plan must refer to owner's current soils report. Minimum scale shall be 1/4"=1'. For additions, clearly distinguish between what is existing and what is proposed.
3. **Floor Plan:** For additions, include all existing and proposed structures. Locate all electrical, mechanical and plumbing features.
4. **Elevations:** Exterior, include type of roof (Class A) and materials used for walls, doors, windows, etc. Interior - as required to indicate type and location of interior feature i.e. fireplaces, kitchen & bath fixtures etc.
5. **Cross Sections and Structural Details:** Show cross sections that detail the major structural framing of the building. Include structural details of members and their connections. Include wet-signed calculations and drawings for engineer-design systems.
6. **Framing Plans:** Floor framing plan (may be shown on foundation plan), roof framing plan showing size, span, type of material, etc. Include wet-signed calculations and drawings for engineer-design systems
7. **Roof Plan:** The minimum acceptable scale is 1/4"=1'. Show ridges, hips, valleys, skylights and the side and spacing of structural members. Show the roof pitch. Include the ICC number for any skylight. Include wet-signed calculations for any manufactured truss system at application. Roofing materials must be fire retardant and have a classification of type A as defined in the 2007 California Building Code and Uniform Building Code Standards. Note: Class "A" fire retardant roof is required.
8. **Title 24:** Use Zone #4. 2005 California Title 24, Part 6 Residential Energy Standards Apply.
9. **Structural Engineering Calculations:** Drawing/Calculations are necessary for all two-story structures, basements, retaining walls and any non-standard construction.
10. **Soils Report:** Required for all new residences, major addition, basements, pier and grade beam construction. (See Building Official for more information)
11. **Special Inspection and Testing Schedule:** As required per CBC i.e. Soils, Concrete, Steel, Welding, etc. (A list of Special Inspecting Agencies available at Town Hall.)

BUILDING PERMIT COSTS

For new dwellings or additions, building permit fees are based on a rate of **\$150.00** per square foot of floor area (habitable area).

Garages are based on **\$50.00** per square foot; decks at **\$20.00** square foot.

Concerning Remodels: The Contractors and Owner/Builders estimate must include both labor and material costs. The Building Official makes the final determination of "valuation," per State law. This determination is based on current average costs for construction in this area.

Addition/Remodel Combined Improvements: Separate valuation figures must be specified for the Remodel and the Addition.

Example: Valuation of Remodel \$ _____
 Valuation of Addition \$ _____

PROCEDURES FOR OBTAINING BUILDING PERMITS FOR NEW CONSTRUCTION

1. Green Building Ordinance Requirements (See separate handout)

2. Check with us to see if your property is to be on septic tank or sewer.

If Septic: Take three sets of plans to Santa Clara County Department of Environmental Health, 1555 Berger Drive, Suite 300, San Jose between 7:30-9:30 a.m. Tuesday through Friday. Bring copies back to the Los Altos Hills Planning Department.

If Sewer: Check with the Town Engineering Department.

2. Obtain a Zoning Permit. Check with us to see if application requires Administrative Site Development or Committee Level Site Development.

3. Fill Out Building Application Form.

- a. If your property is located in the Los Altos School District Boundary, pay necessary fees to both the Elementary and High School District offices and bring receipts to Town prior to building permit issuance. You will need to take a copy of floor area worksheet #2 with you to school district offices – this is what they use to calculate your fees.

- b. For Building Permit, submit three sets of working drawings including structural calculations, T-24 energy calculations and soils report. (See the Building Plan Requirement section of this Guide.)
4. **Wait For a Call From Us to Pick Up Your Permits.** At that time, applicable fees will be paid. Building permit fees can include: plumbing, heating, electrical, plan check, storm drainage, bedroom, energy, housing fee for a new residence, structural additions fee, and plan retention fee. A final deposit of \$100 or 1% of the valuation will be charged and is refunded within 60 days after the final inspection has occurred.
5. **Call for All Needed In-Progress Inspections.** During construction, please call for inspections at least 24 hours in advance. We do not take specific times for inspections, you may request A.M. or P.M. only. Inspections called without approved plans on the job or when not ready will be subject to a re-fee paid at Town Hall prior to the next inspection.
6. **Final Inspection:** Prior to the Final Inspection being made to any new residence or addition, the following requirements must be met:
 - a. A final inspection by both the Planner and Engineer **must** occur before a final inspection is requested of the building official.
 - b. A subcontractor list of all those who worked on the job must be completed on the Town form and turned into the Finance Department for checking that each subcontractor has a current business license.
 - c. A landscape plan must be submitted and approved by the Site Development Committee prior to final. It is recommended that landscape plans are submitted for Planning review after framing. (See project conditions of approval).
 - d. A landscape deposit of an amount set by the Site Development Committee must be paid prior to final inspection.

Note: A final inspection must be requested and approved prior to the release of the final deposit. If a final inspection is not requested and obtained prior to expiration of the permit, the final deposit shall be forfeited to the Town of Los Altos Hills.